

DUTY STATEMENT

Class Title: Communicable Disease Specialist I	Position Number: 809-175-8404-901
Unit:	
Section: HIV/AIDS Case Registry Section	
Branch: HIV/AIDS Epidemiology Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Communicable Disease Specialist I (CDS I) is responsible for planning, developing, implementing, administering, and evaluating all phases of surveillance related activities; providing programmatic and technical lead to local health department (LHD) staff, including advanced trainings in mode of transmission investigations and HIV/AIDS surveillance methods; reviewing medical records, visiting with service providers, and reviewing shortcomings in LHDs' scopes of work accomplishments; and preparing funding documents and associated reports. The CDS I is also the lead person on day-to-day investigations of mode of transmission cases throughout the California project area. The CDS I must have good writing skills to develop and modify surveillance guidelines throughout the state.

Supervision Received: General direction from the Research Manager II, Chief of the HIV/AIDS Case Registry Section.

Supervision Exercised: Acts as lead person for special projects requested by the Centers for Disease Control and Prevention (CDC) or DHS Administration.

Description of Duties: Comprehensive HIV/AIDS knowledge is required to accomplish the lead and training functions associated with this position. The incumbent in this position provides liaison duties with the LHDs in matters of case investigations and training and must possess the ability to lead a team of interdisciplinary surveillance staff to accomplish the accurate and complete reporting of HIV and AIDS cases. The position also provides a lead review on the Surveillance Grants and the associated scope of work for each of the LHDs.

Percent of Time Essential Functions

- 40% Provide technical assistance and training in the investigation of cases of special epidemiological interest, including mode of transmission, blood borne infections, and cases among women and children; develop protocols for the proper investigation of these cases by the LHDs and participate in such investigations when necessary; monitor rates of missing mode of transmission information; and supply LHDs and assigned Office of AIDS (OA) surveillance staff with prioritized investigation lists.
- 30% Develop and prepare for publication guidelines for the surveillance of HIV and AIDS and for the investigation of cases of special epidemiological interest; draft proposed scope of work information for inclusion in the Request For Proposal (RFP) each funding cycle and review proposals from the LHDs to assure the appropriate surveillance activities are included in the proposed scopes of work; and work with OA surveillance staff in the development of the final agreements with the LHDs.
- 20% Coordinate special projects from the CDC and provide lead in the development of the CDC Cooperative Agreement, including the preparation of a statement of need, a progress report, and the

scope of work on the federal funding cycle; and work with LHDs to obtain information for inclusion in the Cooperative Agreement.

Percent of Time	Marginal Functions
10%	Assist in preparing contract and proposal negotiations; plan statewide surveillance meetings; and perform other duties as required.

Employee's signature	Date	Supervisor' signature	Date
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